

PROPERTY & EVIDENCE TECHNICIAN

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DEFINITION

Under supervision performs professional police work and is responsible for the receipt, custody, release, destruction, and safekeeping of property and evidence being held by the City of Alameda Police Department. Performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized professional classification that is responsible for the administration and technical coordination of the police property/evidence process. Incumbents work independently and are able to perform the full range of duties assigned with only occasional instructions or assistance as unusual or unique situations arise and are fully aware of operating policies and procedures. May, on an occasional and temporary basis, be assigned duties normally performed by other professional staff.

EXAMPLES OF DUTIES

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Receives, stores, maintains, controls records on, releases or otherwise legally disposes of property and evidence.
2. Applies provisions of State, City and Federal codes and ordinances as they relate to property in the custody of the City of Alameda Police Department.
3. In accordance with legal and departmental requirements, testifies in court regarding safeguarding and chain of custody and possession of property and evidence.
4. Operates, accesses and maintains a variety of public safety information programs, equipment, systems and databases, such as California Law Enforcement teletype (CLETS), Criminal Justice Information Control (CHIC), and National Crime Information Computer (NCIC), and other specialized technical computer applications.
5. Operates and uses a variety of equipment and tools to move, store and care for property and evidence.
6. Prepares surplus or unclaimed property for auction.
7. Trains department personnel in practices and procedures related to property and evidence handling.
8. May participate in preparing or processing property or materials for evidentiary purposes, such as photograph processing or duplication of audio, video or other media materials.
9. Maintains up-to-date knowledge of approved methods, practices, systems and equipment pertaining to property and evidence.
10. May participate in a variety of Police Department activities, services, and functions.
11. Researches and prepares a variety of reports, statements and/or logs.
12. Establishes and maintains various records and complex record keeping systems, including specialized computer applications; maintains files and logs; inventories and maintains various supplies and materials.
13. May provide lead direction and training to assigned staff.

Other Duties:

14. Performs related duties as assigned

WORKING CONDITIONS

- Indoor office environment
- Travel to City work sites and locations to conduct work.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- Handling of potentially sensitive or dangerous materials, including narcotics, weapons, and hazardous substances.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to handle property and evidence and operate a keyboard
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Bending, stooping and kneeling to retrieve or store items in lower storage areas or working in a confined space.
- Lifting and carrying to lift, carry and transport evidence, property and equipment weighing up to 50 pounds
- Reach and handling to manage and organize and store items

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Two years of responsible experience in inventory and audit procedures or receipt and storage of materials.

Knowledge

Knowledge of organization and functions of a municipal law enforcement agency; modern office practices and procedures; application of modern technology including designated operating programs and software; safe work practices and procedures.

Ability

Ability to effectively coordinate, administer and perform professional police work involved in and related to property and evidence functions; perform clerical work and basic mathematical calculations with speed and accuracy; operate computer equipment, a variety of office equipment and specialized police department equipment including designated computer systems and software; read, interpret, apply and explain complex codes, regulations, and requirements including Penal Code, Civil code and City and County ordinances and other laws governing public property and handling and release of property and evidence, and destruction of narcotics and weapons; render accurate court testimony; maintain level of knowledge required for satisfactory job performance; use initiative and exercise independent judgement; set priorities, meet deadlines and make sound decisions; establish and maintain complex and sensitive records and recordkeeping systems; prepare reports; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with employees, other agencies, and the public.

Special Requirements

Willingness and/or ability to work on an on-call basis; work irregular duty assignments; wear a uniform and safety equipment; work in a small environment with impounded illegal and personal items; work in confined spaces; work outside in inclement weather; work under undesirable and hazardous conditions; conform to department grooming standards; successfully pass a background investigation; work alone; attend educational sessions as required; travel out of town for one day or more.

Physical and Mental Health

Candidates considered for appointment must pass a job related medical examination including a drug screening, have vision correctable to 20/30 and have normal color vision and hearing. Incumbents must demonstrate a state of physical and mental health consistent with the ability to perform assigned duties.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Ability to type from clear printed copy at a speed of 35 net words per minute is desired.